


STAFFORD COUNTY SCHOOL BOARD

Agenda Consideration

TOPIC:	Unusual Field Trip Requests	ITEM NO:	8C
PREPARED BY:	André A. Nougaret, Interim Superintendent	MEETING:	September 26, 2006
	Daryl A. Nelson,  Executive Director of Administrative & Legal Services	ACTION DATE:	September 26, 2006
		INFORMATION ONLY:	N/A

ACTION REQUESTED BY THE SUPERINTENDENT:

That the School Board approve the attached unusual field trip requests contingent upon safety considerations and world events.

KEY POINTS:

BPHS: The Dance Team requests permission to travel to Orlando, FL, to participate in the National Dance Alliance Competition. Transportation will be via commercial airline and charter bus.

Depart: Thursday, March 1, 2007, 6:00 a.m., Dulles Airport

Return: Monday, March 5, 2007, 10:00 p.m., Dulles Airport

RTMS: The 7th & 8th grade Focus/NJHS groups request permission to travel to the United Nations Building, New York City, NY, to attend the Middle School United Nations Conference. Transportation will be via Stafford County Public Schools activity bus or charter bus.

Depart: Friday, February 2, 2007, 7:00 a.m., RTMS

Return: Sunday, February 4, 2007, 1:00 p.m., RTMS

RTMS: The 7th & 8th grade Science FOCUS groups request permission to travel to Lewes, DE, to attend the Environmental Summit Conference. Transportation will be via Stafford County Public Schools activity bus.

Depart: Thursday, May 31, 2007, 8:00 a.m., RTMS

Return: Sunday, June 3, 2007, 1:00 p.m., RTMS

CFHS: The Marching Band requests permission to travel to Orlando, FL, to participate in the Kennedy Space Center Space Exploration Program and to perform in a concert. Transportation will be via charter bus.

Depart: Wednesday, April 18, 2007, 4:00 p.m., CFHS

Return: Sunday, April 22, 2007, 1:00 p.m., CFHS

SCHOOL BOARD GOAL: (Goal 1) Provide educational excellence through instruction that establishes high expectations for *all* students yet recognizes the unique needs of each learner.

FUNDING SOURCE: N/A

AUTHORIZATION REFERENCE: Policy 6-42, Field Trips

February 2006

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Exhibit C
STAFFORD COUNTY PUBLIC SCHOOLS
Request for Unusual Field Trip Approval

Revised 6/98

Submit in triplicate to the Supervisor of Administrative Services' Office at least forty-five (45) working days prior to the date of the proposed trip. NO TRIPS ARE TO BE TAKEN BEFORE APPROVED COPY IS RECEIVED BY THE SCHOOL.

DATE OF REQUEST: September 5, 2006

1. School: **BROOKE POINT HIGH SCHOOL**
2. Specific School Organization/Class requesting trip: **Dance Team**
3. Destination: **Orlando, Florida - NDA (National Dance Alliance) NATIONAL COMPETITION**
4. Circumstances which make this an unusual field trip:

☒ Distance more than 100 miles by charter bus or 50 miles in a school bus
☒ Overnight Trip ☒ Charging of admission fees
☒ Student fund raising
☐ Other unusual circumstances (specify): _____
5. Number of students participating: **18**
6. Number of staff participating: **2**
7. Number of chaperons: **3 (parents) *more may attend**
(the Adult-Student ratio must be at least 1:10)
8. Time, date, and place of departure: **BPHS, March 1, 2007, 6:00 am - Dulles Airport**
9. Time, date, and place of return: **BPHS, March 5, 2007, 10:00 pm - Dulles Airport**
10. Purpose of trip, its anticipated value, and any special considerations involved:

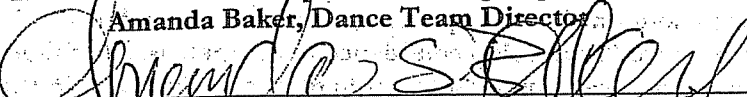
To compete in the National Dance Competition, Orlando, Florida.
The learning experience will be immeasurable both on the competitive level, competing among the top teams in the country and on the life experience level. These students will experience the "team" philosophy as well as develop confidence to compete in all of their upcoming challenges. This team works year round and their hard work culminates in the spring with the competition events. The team qualified for Nationals during competition at NDA Camp, Towson University, MD.
11. Total cost of trip including travel, admission fees, lodging, and meals as well as per student cost: **\$500 per person; \$12,000 total**
12. Source of revenue for trip including amount to be paid by individual students, clubs, and/or other sources: **Students pay part (up to \$500) and booster fundraiser pays any remainder.**
13. Transportation to be used (specify, if commercial): **Commercial Airline/Charter Bus at destination**

TRANSPORTATION MUST BE PROVIDED IN
A MANNER CONSISTENT WITH POLICY
AND REG 6-42, AND POLICY 6-43.
TRIP SUBJECT TO CANCELLATION DUE
TO NATIONAL SECURITY CONDITIONS.

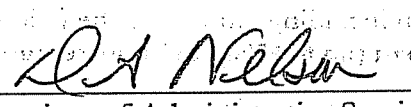
Provide the following information for overnight trips only.

14. Name, address, and phone number of person responsible for overall trip supervision-
Ms. Amanda Baker
48 Cedar Hill Lane, Stafford, 22556
15. Names and positions of other persons assisting with supervision and chaperonage: Charlotte Parish, Amy Christofano, Erika Statts,
16. Schedule of visits including names, addresses, and phone numbers of lodging and visitation points:
*Competition will be held at Hard Rock Live and includes itinerary for Friday, Saturday, and Sunday. Planned site visits include Disney World and Universal Studios... Trip will be organized thru the hosts of the National Dance Team Competition and a Florida tour company.
17. Plan of coverage for classes missed by teachers going on the trip:
Substitute teachers
18. Does the trip supervisor have emergency care information for persons making the trip?
Yes ☒ No ☐
19. Name, address, and phone numbers of local person to be contacted for special information to be communicated, such as a delay in time of return:
Julie Cooper 658-6080
20. For field trips outside the Continental United States, describe provisions for field trip accident and illness insurance: n/a
21. Does commercial bus carrier have a Certificate of Insurance in Office of Director ?

By requesting or approving this I certify that no student will be excluded from the field trip because the student is unable to pay the costs of the trip from personal funds or to participate in a fundraiser:

22. Name and title of person making request:
Amanda Baker, Dance Team Director
 September 5, 2006

23. ☒ Approved
☐ Disapproved
 September 5, 2006
Principal's Signature

24. ☒ Approved
☐ Disapproved
 9/7/06
Supervisor of Administrative Services Date

TRANSPORTATION MUST BE PROVIDED IN
A MANNER CONSISTENT WITH POLICY
AND REG 6-42, AND POLICY 6-43.
TRIP SUBJECT TO CANCELLATION DUE
TO NATIONAL SECURITY CONDITIONS.

* Charter Bus C32
U27ALL REQUESTS ARE TO BE TYPED

STAFFORD COUNTY PUBLIC SCHOOLS

Request for Unusual Field Trip Approval

Submit in triplicate to Supervisor of Administrative Services' Office at least forty-five (45) working days prior to date of proposed trip.

NO TRIPS ARE TO BE TAKEN BEFORE APPROVED COPY IS RECEIVED BY THE SCHOOL

DATE OF REQUEST

9-6-06

1. School Rodney Thompson Middle School 7th/8th
2. Specific School Organization/Class requesting trip Focus / NJHS
3. Destination United Nations - NYC for Middle School Model United Nations
4. Circumstances which make this an unusual field trip:

- ☒ Distance more than 100 miles or 50 miles in a school bus
- ☒ Overnight trip ☐ Charging of admission fees
- ☒ Student fund raising
- ☐ Other unusual circumstances (specify): _____

5. Number of students participating 40
6. Number of staff participating 5
7. Number of chaperones 5
(the Adult-Student ratio must be at least 1:10)
8. Time, date, and place of departure 7:00am Feb. 2, 2007 RTMS
9. Time, date, and place of return 1:00 pm Feb. 4, 2007 RTMS
10. Purpose of trip, its anticipated value, and any special considerations involved After researching their assigned countries students will develop position papers for each issue to be debated at the Middle School Model United Nations Conference held at the UN building each year in NYC. RTMS was invited to be a part of this conference after recommendation from the William L. Marcy Model UN Secretary General.
11. Total cost of trip including travel, admission fees, lodging, and meals as well as per student cost \$40 registration per student UN Tour \$7 each 2 nights hotel \$90 per student \$75 for meals per student \$50 for transportation per student Appx cost per student \$250⁰⁰
12. Source of revenue for trip including amount to be paid by individual students, clubs, and/or other sources parents are paying the bulk of the costs and we are doing several fundraisers: snack bar sales at football game, pictures at the dance, Dash for CASH, candygrams
13. Transportation to be used (specify, if commercial) Activity Bus or MARTZ

TRANSPORTATION MUST BE PROVIDED IN A MANNER CONSISTENT WITH POLICY AND REG 6-42, AND POLICY 6-43. TRIP SUBJECT TO CANCELLATION DUE TO NATIONAL SECURITY CONDITIONS.

Provide the following information for overnight trips only

14. Name, address and phone number of person responsible for overall trip supervision

Shirley Strange Allen POB 362 Fredericksburg VA 22404

15. Names and positions of other persons assisting with supervision and chaperonage

Cyndi Christopherson RTMS Teacher

Becky Danella Accelerated Coordinator Director

Helga Purnell RTMS Teacher

Jane Santucci Parent

Wendy Payne RTMS Principal

16. Schedule of visits including names, addresses, and phone numbers of lodging and visitation points

112-963-4440 Visit/Tour of United Nations - Friday

Visit to Ground Zero

Milford Plaza Hotel - 212-869-5600

12-963-4440 Middle School Model UN - UN Bldg Sat.

17. Plan of coverage for classes missed by teachers going on the trip

Substitute for 2 teachers on Feb. 2, 2007

18. Does the trip supervisor have emergency care information for persons making the trip? ☒ Yes ☐ no

19. Name, address, and phone numbers of local person to be contacted for special information to be communicated, such as a delay in time of return Vikki Johnson 540-658-6420

20. For field trips outside the Continental United States, describe provisions for field trip accident and illness insurance N/A

21. Does commercial bus carrier have a Certificate of Insurance in Office of Director of Pupil Transportation? ☒ yes ☐ no

By requesting or approving this I certify that no student will be excluded from the field trip because the student is unable to pay the costs of the trip from personal funds or to participate in fundraise

22. Name and title of person making ~~TRANSPORTATION~~ TRANSPORTATION MUST BE PROVIDED IN A MANNER CONSISTENT WITH POLICY AND REG 6-42, AND POLICY 6-43.

Shirley Strange Allen Focal Person

Shirley Strange Allen Signature

TRIP SUBJECT TO CANCELLATION DUE TO NATIONAL SECURITY CONDITIONS.

9-7-06 Date

23. ☒ Approved ☐ Disapproved

Wendy Payne Principal's Signature

9/10/06 Date

D.A. Kerner

9/15/06

* We would like to take the Activity Bus

6-42

EXHIBIT C

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ALL REQUESTS ARE TO BE TYPED

STAFFORD COUNTY PUBLIC SCHOOLS

Request for Unusual Field Trip Approval

Submit in triplicate to Supervisor of Administrative Services' Office at least forty-five (45) working days prior to date of proposed trip.

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DATE OF REQUEST

9-5-06

1. School Rodney Thompson Middle School
2. Specific School Organization/Class requesting trip Focus: 8th Science
7th Science
3. Destination Lewes, De - Environmental Summit Conf.
4. Circumstances which make this an unusual field trip:
 - ☒ Distance more than 100 miles or 50 miles in a school bus
 - ☒ Overnight trip ☐ Charging of admission fees
 - ☒ Student fund raising
 - ☐ Other unusual circumstances (specify): _____
5. Number of students participating 40
6. Number of staff participating 5
7. Number of chaperones 5
(the Adult-Student ratio must be at least 1:10)
8. Time, date, and place of departure 5/31 8:00am RTMS
9. Time, date, and place of return 6/3 1:00pm RTMS
10. Purpose of trip, its anticipated value, and any special considerations involved these students are involved in a yearlong research and development project concerning environmental concerns. They will present their projects at the local and state science fairs and then take part in the Environmental Summit in Lewes, De with their partners from Maniner M.S. - Lewes DE
11. Total cost of trip including travel, admission fees, lodging, and meals as well as per student cost Transportation \$50 each and \$85 for meals per student
Lodging will be at Maniner Middle School gymnasium - Lewes, DE
12. Source of revenue for trip including amount to be paid by individual students, clubs, and/or other sources Student fundraisers: MAY Talent Show and concessions, dance, football concessions. Parents will pay for the majority of the expenses with fundraisers picking up the balance.
13. Transportation to be used (specify, if commercial) Activity Bus

TRANSPORTATION MUST BE PROVIDED IN A MANNER CONSISTENT WITH POLICY AND REG 6-42, AND POLICY 6-43. TRIP SUBJECT TO CANCELLATION DUE TO NATIONAL SECURITY CONDITIONS.

Students will
* cooperatively
webcams
e-mails with
our partners in
Wes, DE

Provide the following information for overnight trips only.

14. Name, address, and phone number of person responsible for overall trip supervision

Shirley Strange Allen PO Box 362 Fredricksburg, VA

15. Names and positions of other persons assisting with supervision and chaperonage

Cyndi Christopherson - RTMS Teacher

Andrew Borkke - AP RTMS

Belinda Carter Landolt - SH Service Teacher RTMS

Jane Santucci - Parent

Craig Vann - 7th Grade RTMS

Mary Benson - parent

16. Schedule of visits including names, addresses, and phone numbers of lodging and visitation points

12-684-8516 Mariner Middle School - Lowes DE

Environmental Summit - Rehoboth Beach DE

17. Plan of coverage for classes missed by teachers going on the trip

Substitute for Friday June 1 for 3 teachers

18. Does the trip supervisor have emergency care information for persons making the trip? ☒ yes ☐ no

19. Name, address, and phone numbers of local person to be contacted for special information to be communicated, such as a delay in time of return Wendy Payne ⁵⁴ - 658-6420

20. For field trips outside the Continental United States, describe provisions for field trip accident and illness insurance N/A

21. Does commercial bus carrier have a Certificate of Insurance in Office of Director of Pupil Transportation? ☒ yes ☐ no

By requesting or approving this I certify that no student will be excluded from the field trip because the student is unable to pay the costs of the trip from personal funds or to participate in fundraise

22. Name and title of person making request

Shirley Strange Allen RTMS Focus Resource Teacher

Shirley Strange Allen
Signature

TRANSPORTATION MUST BE PROVIDED IN A MANNER CONSISTENT WITH POLICY AND REG 6-42, AND POLICY 6-43. TRIP SUBJECT TO CANCELLATION DUE TO NATIONAL SECURITY CONDITIONS.

23. ☒ Approved
☐ Disapproved

Wendy Payne
Principal's Signature

9/10/06
Date

24. ☒ Approved

IDA Nelson

9/15/06

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Exhibit C
STAFFORD COUNTY PUBLIC SCHOOLS
Request for UNUSUAL Field Trip Approval

Submit in triplicate to the Supervisor of Administrative Services' Office at least forty-five (45) working days prior to the date of the proposed trip.

NO TRIPS ARE TO BE TAKEN BEFORE APPROVED COPY IS RECEIVED BY THE SCHOOL.

DATE OF REQUEST 9/12/06

1. School: **COLONIAL FORGE HIGH SCHOOL**
2. Specific School Organization/Class requesting trip: Marching Band
3. Destination: Orlando, Florida
4. Circumstances which make this an unusual field trip:
 - ☒ Distance over 100 miles by charter bus or 50 miles in a school bus
 - ☒ Overnight Trip
 - ☒ Charging of admission fees
 - ☒ Student fund raising
 - ☐ Other unusual circumstances (specify): _____
5. Number of students participating: 90 (approx.)
6. Number of staff participating: 3
7. Number of chaperons: 10 (Adult-Student ratio must be at least 1:10)
8. Time, date, and place of departure: 4:00pm April 18, 2007 Colonial Forge High School
9. Time, date, and place of return: 1:00pm (approx.), April 22, 2007 Colonial Forge High School
10. Purpose of trip, its anticipated value and any special considerations involved:
Participate in Kennedy Space Center Space Exploration Program and perform a concert
11. Total cost of trip including amount to be paid by individual students, clubs, and/or other sources:
Trip cost \$475.00 per student attending, covers transportation and all activities on trip
12. Source of revenue for trip including amount to be paid by individual student, clubs, and/or other sources:
Student and organization fund raising and personal funds
13. Transportation to be used (specify, if commercial):
Chartered buses - National Bus Company

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TRIP SUBJECT TO CANCELLATION DUE
TO NATIONAL SECURITY CONDITIONS.

ALL REQUESTS ARE TO BE TYPED

Exhibit C

Provide the following information for overnight trips only.

14. Name, address, and phone number of person responsible for overall trip supervision:

Andrew E. Loft, 5704 Oak Apple Court, Burke, VA 22015 (703) 239-9686

15. Name and positions of other persons assisting with supervision and chaperoning:

TBA

TBA

16. Schedule of visits including names, addresses, and phone numbers of lodging and visitation points:

See attached itinerary

17. Plan of coverage for classes missed by teachers going on the trip:

Substitute (Professional Leave)

18. Does the trip supervisor have emergency care information for persons making the trip?

x	Yes	No
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19. Name, address, and phone numbers of local person to be contacted for special information to be communicated, such as a delay in time of return:

Barbara Perry, 3607 Overview Drive, Fredericksburg, VA 22408 (540) 710-2590

20. For field trips outside the Continental United States, describe provisions for field trip

Accident and illness insurance

21. Does commercial bus carrier have a Certificate of Insurance in Office of Director of Pupil Transportation? x Yes No

x	Yes	No
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22. Name and title of person making request:

Andrew Loft

Date: _____

9/12/06

Signature

23. ☒ Approved
☐ Disapproved

Principal's Signature _____

Date _____

24. ☒ Approved

~~TRANSPORTATION MUST BE PROVIDED IN~~
A MANNER CONSISTENT WITH POLICY
AND REG 6-42, AND POLICY 6-43.
TRIP SUBJECT TO CANCELLATION DUE
TO NATIONAL SECURITY CONDITIONS.

Colonial Forge High School Band
Kennedy space Center / Orlando Spring Trip
April 19th – 21, 2007

Suggested itinerary

Thursday, April 19, 2007

TBD	Breakfast en route to Orlando
9:00am	Arrive to Epcot Spend day in park
TBD	Load buses for hotel check in
TBD	Hotel check in

Friday, April 20, 2007

6:30am	Wake up call
7:30am	Full American breakfast buffet in hotel
8:00am	Load buses for Kennedy Space Center (in partial uniform)
9:00am	Arrive to and tour U.S. Astronaut Hall of Fame
10:45am	Load buses for Kennedy Space Center Visitor Complex and
11:00am	Performance set up and warm up
11:30am	Concert performance
12:00am	Store instruments on buses, spend rest of day at Kennedy Space Center
12:30am	Lunch With an Astronaut – banquet dining with speaking appearance and one on one questions with a real Astronaut hero
2:00pm	Explore Kennedy Space Center
5:00pm	Load buses for Orlando and hotel
5:30pm	Stop and shop at Ron Jon Surf Shop
7:00pm	Load buses for Orlando
8:30pm	Stop at World's Largest Macdonald's in Orlando – dinner on your own
9:30pm	Load buses for hotel

Saturday, April 21, 2007

7:00am	Wake up call and hotel check out
8:00am	Load buses for Downtown Disney
8:30am	Breakfast at House of Blues or RainForest Cafe
9:30am	Load buses for Tampa, FL and Busch Gardens
10:30am	Spend day in Busch Gardens – Tampa
TBD	Park closes, load buses for home